



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office

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IN REPLY REFER TO:

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August 25, 2011

EMS TRANSMISSION: August 31, 2011
Instruction Memorandum No. WY-2011-042
Expires: 09/30/2012

To: District Managers

From: State Director

Subject: Implementation of the Memorandum of Understanding (MOU) Amendment Between the Bureau of Land Management (BLM) and State Board of Outfitters and Professional Guides (BOARD).

Program Area: Recreation Permit Administration

Purpose: To establish procedures for processing new and supplemental Special Recreation Permit (SRP) applications for commercial outfitting and guide activities on public lands in Wyoming.

This policy will eliminate redundant, conflicting, or lateral steps to allow SRP and license application processing to be more efficient. The new procedure eliminates the Letter of Intent, enables the BOARD to provide the number of tags issued in each hunt unit and gives the BOARD more control regarding evaluation of the applicant's experience prior to issuance of the outfitter license. This policy also allows BLM and the Board to adequately address their respective authorization criteria while still allowing for coordination.

Policy/Action: All Wyoming Field Offices currently administering Special Recreation Permits for commercial outfitting and guiding services shall follow the procedures set forward in the attached MOU amendment.

Background: The BLM and BOARD agreed that the current issues with the processing of SRP applications and licensing of Outfitters and Professional Guides are largely a result of the current standard operating procedures established in the 2009 MOU. As such, the BOARD and BLM agreed to amend the current MOU as proposed by BLM in order to eliminate or minimize a number of issues.

The new procedure allows the applicant to submit an SRP for outfitting and/or guiding after the applicant's plan of operations (i.e. species, hunt areas, etc.) has been approved by the BOARD. This will allow the BOARD to make the necessary changes to the plan of operations to meet their criteria. The criteria may include but is not limited to experience, validity, and number of hunt areas for which the applicant is making application. These modifications are made prior to making application for a BLM Special Recreation Permit.

The BLM Special Recreation Permit (SRP) application will reflect the changes, if any, made by the BOARD. The BLM will then process the SRP application following the guidelines established in BLM H-2930-1 Recreation Permit Administration, and award or deny the applicant the SRP. At that time, the BOARD will issue the applicant an Outfitters or Professional Guides license.

Attached is the MOU Amendment which outlines the procedures for processing new and supplemental Special Recreation Permits for Commercial Outfitting and Guide Activities on Public Lands in Wyoming. Included in the MOU amendment is the new Outfitter Operating Plan which is to be used by both the BLM and the BOARD. These procedures establish policy and direction for managing commercial Special Recreation Permits throughout the State of Wyoming. Also attached is the revised Interoffice Coordination Report which is Exhibit 3 of the MOU Amendment.

Timeframe: Field Offices must apply these new guidelines to all new and supplemental Special Recreation Permit Applications for Commercial Outfitting and Guide Activities received effective immediately.

Budget Impact: This policy would not impact any appropriated funding. The cost to implement this new process should reduce costs and streamline the process throughout the state.

Coordination: This new process was developed in coordination with State Office and Field Office outdoor recreation planners, Wind River Bighorn Basin District Manager, and the Wyoming State Board of Outfitters and Professional Guides.

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Signed by:
Donald A. Simpson
State Director

Authenticated by:
Sherry Dixon
Secretary

3 Attachments:

- 1 – MOU Amendment (39 pp)
- 2 – New Outfitter Operating Plan (Form No. WY 2930-04 (07/2011 (11 pp))
- 3 – Revised Interoffice Coordination Report (Form No. 2932-01 (7/2011)(2 pp)

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